



## JOB DESCRIPTION

<b>Job Title:</b>	Program Manager		<b>Dept:</b>	Program Mgmt & Engineering
<b>FLSA:</b>	Exempt	<b>Issue Date:</b>	03/22/2004	<b>Revision Date:</b> 05/13/2010

Note: Direct reporting structure is based on division organization charts.

### Key Areas of Responsibility (Answerable for the following end results)

1. Assures identification of current and future customer and internal program requirements throughout the organization with respect to:
    - Content
    - Cost
    - Program Resource Allocation
    - Program Contracts
    - Manufacturing Requirements:
    - Design Compliance to Process
    - Facilities, Tooling & Equipment
    - Process
    - Timing
    - Material
  2. Assures appropriate program planning to confirm that product development is consistent with established program objectives and company needs.
    - Content: Consistent with program objectives.
    - Cost: Maintained within program targets.
    - Weight: Maintained within program targets.
    - Tooling: Maintained within program targets.
    - Eng Design: Maintained within program targets.
    - Quality: Program Objectives met.
    - Supplier Base: Establish base to meet program requirements.
    - Program Readiness: Meet all targeted timing and production scheduling.
  3. Facilities executive-level interaction with Customer, Plant and Internal Management
  4. Reports and monitors:
    - Program Tracking Form
    - Costing Correspondence
    - Program Budget Requirements
    - Maintain Program Plan Book
    - A. Program Release Pricing
    - B. Program Cost Changes
    - C. Program Cost Reduction Initiatives
  5. Leads Cross Functional Program Team in execution of Business System and Product Delivery Process (PDP) guidelines.
    - a. Establishes and communicates to team the Corporate, Division and Program specific deliverable requirements with respect to timing, quality and completeness.
    - b. Monitors and tracks progress.
    - c. Leads monthly program reviews with executive management.
    - d. Ensure overall quality of design PDP deliverables to the Operating Divisions
- Promotes coordination and communication of program team.
  - Participates with manufacturing engineering in group led design control activities.
  - Initiates PO's for required contracted work.
  - Chairs Change Authorization & Implementation Meetings
  - Coordinates engineering change management responsibilities for new and current programs, driving Quoting, Costing, Planning and Implementation
  - Coordinates the closing of Project Numbers with Engineering Change Coordinator.
  - Ensures participation of division manufacturing engineering personnel.
  - Collects all design inputs, including divisional process driven product design inputs for product engineering.
  - Coordinates and maintains communications with the customer and Plant Operations for all program activities.
  - Leads all program phase and gate review activities.
  - Document all activities as required.
  - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
  - Any additional responsibility deemed necessary by management.

### Limits of Authority

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities, and employee safety or customer satisfaction results.

GM APPROVAL: \_\_\_\_\_  
INITIALS



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- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected

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### Basic Education, Experience and Training Requirements

- Bachelor's degree in technical engineering field preferably Mechanical or Industrial Engineering. Non-technical four-year degree with substantial manufacturing experience is minimal requirements. Fluent in P.C. applications for cost racking, budgeting, and various spreadsheet analyses. Excellent interpersonal skills and written and verbal communications.
- Sr. Program Manager - Minimum 10 years related experience.
- Program Manager – Minimum 5 years in automotive manufacturing/engineering environment with prior project team management responsibility. Prefer exposure to both product engineering and manufacturing operations. Work history should demonstrate problem solving and business decision making, presentational ability.
- Able to maintain confidential information.

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### Internal Training Requirements

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- Vision and Culture
- Significant Aspects Overview (ASPC)
- Trans4M (TR4M)
- Process 13.0 – Change Management (PR13)
- Process 14.0 – Product & Process Development (PR14)
- Open Issues Database (OPEN)
- Change Control Database (CCF)
- ~~Design FMEA (DFME)~~

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### Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.
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### Risks Associated with Job Function

- None

The above points have been explained sufficiently.

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

GM APPROVAL: \_\_\_\_\_  
INITIALS